

City of McKenzie
Profile for Recorder/ Finance Officer Job Opening

The City of McKenzie is accepting applications for a city recorder/finance director.

Submit by mail a cover letter, current resume with salary history and at least three professional references to: Mayor Jill Holland

City of McKenzie
2470 Cedar St. P.O. Box 160
McKenzie, TN 38201

Applications will be accepted until 5:00 p.m. May 29, 2015.

Definition:

This employee is responsible for a broad range of the financial activities of the City related to but not limited to: budgeting, accounting, purchasing, tax collections, grants etc. The employee is also responsible for a broad range of administrative and support related functions. The employee must attend all governing body board meetings and workshops. This position requires strong supervisory, organizational, financial oversight, budgeting and communication skills.

The Ideal Candidate Will Have The Following Qualifications:

- Should have 5+ years in municipal accounting experience.
- Must have knowledge of the principles and practices of modern municipal accounting, budgeting and finance, including capital budgeting, investment management, cash control and the regulatory/legal environment of municipal organizations.
- Local Government software experience is a plus.
- Must either be a CPA, or certified CMFO or be able to obtain CMFO certification within 2 years.
- Must have good oral and written communication and presentation skills.
- Ability to work with a variety of people, including both elected and appointed officials, as well as members of the general public.
- Must have strong management, supervisory and organizational skills.
- Must be able to be bonded.
- Responds promptly to requests related to job duties.
- Good knowledge of the laws, rules, and regulations pertaining to the office of City Recorder and the governing body.
- Tracks financial trends and develops financial recommendations based on such.
- Ability to instill a sense of customer service and responsiveness throughout the Finance and Recorder Departments
- Ability to establish and maintain effective working relationships with the public, subordinates and other employees. Contact with the public is frequent. Contact with the media is occasional.

- Must possess excellent analytical and problem solving skills.

Essential Functions of the Job:

- Keeps minutes and maintains records of the proceedings of the governing body and other meetings such as the beer board, etc. Serves as the official custodian of City records.
- Confers, coordinates, plans, and provides support for the Mayor, department heads, and other employees on various financial and administrative matters.
- Plans, organizes and directs operations in the areas of accounting, budgeting and capital budgeting, reporting, purchasing, tax collection, business licenses, and other financial activities.
- Oversees progress and required record-keeping, financial records, reporting, etc. on all grant applications and those awarded; works with grant administrator and the state to provide necessary forms and information.
- Serves as Title VI coordinator.
- Responsible for overseeing, training, and directing the duties of the front office, and interactions of that office with the public.
- Responsible for the reconciliation of bank statements and invoices, bond payments, drafting checks, accounts payable, etc.
- Signs all city checks and maintains all checking account files.
- Prepares statements and makes a variety of reports for solid waste collection, workers compensation, annual audit, state and federal agencies, etc.
- Responsible for the city's investment program.
- Responsible for maintaining all types of insurance coverage such as health, property, liability, workers compensation, etc.
- Oversees preparation of the annual budget and capital budget for all funds, and assists department heads with estimates. Makes budgetary recommendations. Prepares the appropriation ordinance and related documents.
- Generates accurate reports in a user-friendly format so that department heads can financially manage their departments and activities.
- Manages and evaluates subordinates.
- Helps assure that all financial operations are performed in compliance with applicable local, state, and federal laws, as well as with acceptable standard principles of accounting and finance.

Additional Examples of Work Performed

- Makes regular presentations to the Council on the activities and oversight functions of the CMFO and finances of the City.
- May recommend and help implement, at the direction of the Mayor, changes in financial policies and procedures for the city.

- May issue licenses and keeps records related to such.
- Maintains bid files and assists with bid openings.
- Prepares resolutions, proclamations and ordinances for consideration by the governing body.
- Prepares legal notices and ads for publication
- Oversees the orientation and training of new employees
- May help provide office support such as typing of correspondence, preparation on notices, purchase of supplies, etc.
- Monitors the financial policies and procedures of City departments and operations, making recommendations for revision when appropriate.

Salary is commensurate with experience.

The City of McKenzie complies with the Civil Rights Act of 1964 which prohibits discrimination, and reserves the right to reject any and all bids and /or waive any formalities in the solicitation process.

